



City of Fairfax
Fire Department
Office of Code Administration
10455 Armstrong Street #208
Fairfax VA, 22030
703-385-7830 fax 703-385-9265
www.FairfaxVA.gov

EXEMPTION AFFIDAVIT

In accordance with Title 54.1, Chapter 11 of the Code of Virginia, any person applying for a permit shall furnish satisfactory proof that he is duly licensed to do the work, or file a written affidavit that he is exempt from licensure or certification as a contractor or subcontractor.

The Code of Virginia 54.1-1101 exempts (1) Any person who performs or supervises the construction, removal, repair or improvement of no more than one primary residence owned by him and for his own use during any 24-month period, or as a bona fide gift to a member of his immediate family provided such member lives in the house (for the purpose of this section, "immediate family" includes one's mother, father, son, daughter, brother, sister, grandchild, grandparent, mother-in-law and father-in-law); (2) Any person who performs or supervises the repair or improvement of industrial or manufacturing facilities, or a commercial or retail building, for his own use. "Own Use" – The person building or supervising the building of a residential construction project must live in the residential building, and the person building or supervising the building of a commercial construction project must operate his business in that building. The person is only exempt from licensure in that part of the building in which he operates his business.

NOTE TO PROPERTY OWNER: If you have made arrangements with a contractor to do this work, the City of Fairfax strongly suggests that the permit be issued to the contractor. When contractors obtain the permit in their name, they indicate their responsibility for the work. In addition, when a contractor applies for the permit, the City will verify that the contractor is licensed to perform the work as required by state law. If you obtain the permit in your name, you will be responsible for correcting any code violations observed during the course of the work, regardless of whether you performed the work yourself or hired a contractor. A contractor who is not exempt per the Code of Virginia 54.1-1101 is required to be properly licensed. *Unlicensed contracting is illegal.* You should also ensure that anyone you hire has appropriate worker's compensation coverage.

ACKNOWLEDGEMENT

I, _____, affirm that I have read and understand the above information and that I am exempt from the contractor licensing requirements in accordance with the Code of Virginia for the purpose of obtaining ___Building \ ___Electric \ ___Mechanical \ ___ Plumbing permits for

(Address of Project): _____, Fairfax VA _____

Signature _____ Date _____

Address of applicant _____

To be signed in front of City of Fairfax Office of Code Administration staff, or witnessed by a Notary Public.

State/District of _____, City/County of _____

I _____ (witness) certify that _____ (applicant)

appeared before me and executed this affidavit on this _____ day of _____, 20____.

Witness/Notary

My Commission expires the _____ day of _____, 20____.